


<p>Title: Pharmacy Resident Benefit Time</p> <p>Policy Number: D-PHA-0050</p> <p>Replaces (supersedes): Pharmacy Resident Earned Time</p> 	<p>Policy Chronicle:</p> <p>Effective Date: 04/20</p> <p>Date the Original Version of Policy was Effective: 07/17</p> <p>Most Recent Review: 03/20</p> <p>Owners' Signatures:</p> <p>Gail Sanchez, Residency Program Director and Sr. Clinical Pharmacist Specialist</p> <p>Mary Regan, Director, Clinical and Academic Pharmacy Services</p> <p>Previous Reviews: 05/18</p>
<p>Area of Operation:</p> <p>PGY1 pharmacy residency program</p>	<p>Regulatory / Accreditation Standards:</p> <p>American Society of Health-System Pharmacists (ASHP) Accreditation Standard for PGY1 Pharmacy Residency Programs (2016)</p>
<p>Keywords: Accrued, Benefit, EST, ET, Pharmacy, Residency</p>	

Purpose:

To establish standards for the use of earned time (ET) and extended sick time (EST) accrued by Cambridge Health Alliance (CHA) Pharmacy Residents during the PGY1 Pharmacy residency year.

Scope:

This policy applies to the CHA PGY1 Pharmacy Residents.

Personnel:

CHA PGY1 Pharmacy Residents.

Definitions:

<p>Extended Sick Time (EST)</p>	<p>Absences due to illness in excess of five consecutive workdays shall be charged to EST, provided the employee</p>
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	has the available time and is on an approved Leave of Absence (LOA).
Scheduled ET	Time away from the normal workday that has been planned in advance and approved by the Residency Program Director (RPD).
Unscheduled ET	Time away from the normal workday that has not been planned in advance or pre-approved by the RPD.

Policy:

Pharmacy Residents are non-union staff members who are full-time salaried employees. Pharmacy Residents' ET is to be used for vacation, holidays, sick leave and personal days similar to the benefits of other non-union employees. With regard to ET, the residency program follows CHA's Pharmacy Residents Benefit Summary with the following clarifications outlined below:

1. New employees accrue up to 31 days of ET over the first year. The residency program schedule does not allow the Pharmacy Resident to take all 31 ET days off per year. The Pharmacy Resident is allowed to take up to 24 ET days off during his/her training period. The 24 ET days off are divided as follows:
 - A. Scheduled ET: No more than 17 ET days can be used for scheduled time off (e.g., vacation, personal days, travel for interviews, floating holidays) during the residency year.
 - B. Unscheduled ET: No more than three ET days can be used for unscheduled absences (e.g., sick days) due to illness, bodily injury, or necessity for medical or dental care. In the event that a resident missed work due to illness in excess of the allotted three days per year, the RPD will review the absences. In these cases, residents may be required to make-up time missed after the residency year has concluded.
 - C. Holidays: No more than seven ET days may be used for holidays. Earned time is deducted from the Pharmacy Resident's ET bank for a holiday not worked. If a Pharmacy Resident works on a holiday, no ET is deducted.
 - D. Interview Days: It is expected that a Pharmacy Resident will be interviewing for employment post-residency year (e.g., PGY2 training program, job). No more than four ET days may be used for interviews. A resident may be granted one day off per interview. If travel time is needed pre- or post-interview day, this time is counted toward the 10 scheduled days off allotment as outlined above. An excess

of four interview days will counted toward the 10 scheduled days off allotment as outlined above.

- E. Family and Medical Leave Act (FMLA): Pharmacy Residents are not eligible for FMLA.

 - F. Extended Sick Time: Absences due to illness in excess of five consecutive workdays shall be charged to EST starting on the sixth day of illness, provided an employee has the available banked time and is on an approved LOA. Please refer to Pharmacy Residents Benefit Summary. The RPD may grant the Pharmacy Resident an unpaid extension to the residency program for an approved LOA, up to a maximum of four consecutive weeks. The extension will commence immediately following the end of the twelve-month training program. If the Pharmacy Resident is not expected to successfully complete the program by providing an extension, he/she will be dismissed from the program (Refer to policy, Pharmacy Resident Dismissal #D-PHA-0049).
2. Access to these benefits may be modified if an organizational need for Pharmacy Resident staffing support is determined by a member of the CHA senior leadership team.

 3. The ET balance is paid out upon termination of employment.

Procedures:

1. Requests for use of ET must be submitted in writing to the RPD for approval. The RPD will document and monitor each Pharmacy Resident's ET utilization (e.g., scheduled time off, unscheduled time off, holiday, interview days).

2. Requests for time off at the end of June are discouraged and should be reserved for extraordinary circumstances.

3. Pharmacy Residents will be given time off for attendance at conferences which are approved by the RPD. Time used for attendance at a conference will not be deducted from the Pharmacy Resident's ET bank.

4. Any extenuating circumstances with regard to ET requests will be discussed and handled by the RPD on a case-by-case basis.

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5. At the discretion of the RPD, for the purpose of ensuring compliance with ASHP residency accreditation standards, Pharmacy Residents may be required to extend their residency participation after the conclusion of the academic year. No more than four weeks will be granted to a Pharmacy Resident for an extension for any reason. This extension time will not result in pay beyond that established for a 12-month residency and will commence immediately following the end of the 12th month. If the Pharmacy Resident is not expected to successfully complete the program with an extension, he/she will be dismissed from the program (Refer to policy, Pharmacy Resident Dismissal #D-PHA-0049).

Reviewed by:

Committee Name / Content Expert	Chairperson / Name	Date
Residency Advisory Committee	Gail Sanchez	04/06/20

This policy has been reviewed and approved electronically by:

Approver	Title	Initials	Date
Gail Sanchez	Residency Program Director and Sr. Clinical Pharmacist Specialist – Internal Medicine	gms	04/02/20
Mary Regan	Director, Clinical and Academic Pharmacy Services	MER	04/01/20
Steven Cano	Chief Pharmacy Officer	SC	04/01/20